**Instructional Technology Evaluation   
Discussion Points for Campus / ITS Checkpoint Visits**

Checkpoint #1 Time Period: BOY - Dec. 9th, 2011

Checkpoint #2 Time Period: Dec. 12th, 2011 - March 9th, 2012

Checkpoint #3 Final Time Period: Mar. 19th, 2012 – EOY

**I. Discussions:**

1. How is your stress level? Are you enjoying your year up to this point?

2. Where do you spend most of your time?

3. Where is your greatest area of resistance? What are your plans to overcome that resistance?

4. Who are your greatest instructional technology innovators? How are you going about supporting/encouraging those individuals?

5. Where do you see yourself 5 years from now? What are you personal goals and is there anything we can do to help you reach them?

6. What (if anything) is the most valuable thing you got from the monthly ITS meetings.

7. What is your vision for technology at your campus(es)?

8. What do you think your campus wants from you?

9. How are you meeting what those individuals want? (teachers, staff, students, parents, community)

10. Beyond the required online campus technology showcase, how are you "advertising", sharing, and celebrating the quality use of technology as an instructional tool?

**II. Notes on Artifacts and Evidence:**

**1.0 Leadership**

How would you rate yourself in this area if your final evaluation were based on what you have achieved only up to this point? (1, 2, 3)

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Role on the campus leadership team |  | | Leadership role among the ITS's |  | | Leadership opportunities beyond the expected ITS role that moves technology integration to a higher/deeper level |  | | Lead campus/district meetings while modeling exemplary instructional strategies |  | | Recommendations guiding leadership decisions |  | |

**2.0 Strategic Planning**

How would you rate yourself in this area if your final evaluation were based on what you have achieved only up to this point? (1, 2, 3)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Professional development offered on your campus(es) |  | | Role in the development of the Campus Improvement Plan |  | | Role in the development of the Department Improvement Plan |  | | Supported TA TEKS integration and alignment as defined by the Instructional Technology Improvement Plan (K – 8) |  | | Support professional learning communities/academies (9 – 12) |  | | Personal learning opportunities leading to individual leadership growth in earned credibility, effectiveness, and knowledge of trends in technology |  | | Role in grant applications and/or initiatives |  | |

**3.0 Customer and Stakeholder Focus** (All stakeholders except Staff)

How would you rate yourself in this area if your final evaluation were based on what you have achieved only up to this point? (1, 2, 3)

|  |  |  |
| --- | --- | --- |
| Supported, modeled, and enforced District AUP, CIPA, FERPA, Cybersafety |  | |
| Training and support for stakeholders addressed in this domain (i.e. parents, community, students, etc.) |  | |
| Support for after school events, PTA, Parent Centers, Parent Summit, robotics club, etc. |  | |
|  | | |

**4.0 Information and Analysis**

How would you rate yourself in this area if your final evaluation were based on what you have achieved only up to this point? (1, 2, 3)

|  |  |
| --- | --- |
| STaR Chart completed and analyzed |  |
| Collected and analyzed data to increase student achievement (completed and/or planned) |  |
| Supported technology component of campus principal walk-throughs / teacher appraisals |  |

**5.0 Staff Focus**

How would you rate yourself in this area if your final evaluation were based on what you have achieved only up to this point? (1, 2, 3)

|  |  |
| --- | --- |
| Recognition of staff members for exemplary technology integration |  |
| Production and support of audio and video |  |
| Trainings for teachers/staff |  |
| Products/examples of lessons demonstrating technology integration (Getting I.T. Right Technology Showcase blogs) |  |
| Role in the increased professional digital footprint of campus and/or staff |  |
| Teacher website monitored and supported |  |
| "Raving Fans" / customer service documentation |  |

**6.0 Management of Processes**

How would you rate yourself in this area if your final evaluation were based on what you have achieved only up to this point? (1, 2, 3)

|  |  |
| --- | --- |
| Action(s) taken as a result of previous year's appraisal. |  |
| Managed hardware inventory and labeling in ActiveDirectory |  |
| Managed software inventory |  |
| Network management |  |
| Budget expenditures |  |
| System for stakeholder feedback (surveys, polls, etc. for ITS performance) |  |
| Follows purchasing guidelines |  |
| Relationships with other district departments (IS, MIS, PD, Assessment, etc.) |  |

**7.0 Team Results**

How would you rate yourself in this area if your final evaluation were based on what you have achieved only up to this point? (1, 2, 3)

|  |  |
| --- | --- |
| Campus accomplishments that you influenced. |  |
| Personal accomplishments (Teacher of the Year, Employee of the Month, "Busted Tail" Award, etc.) |  |
| Part played in increased student/campus performance results |  |

**III. Outside of discussion with ITS:**

1. Look at campus sign-in sheet

2. Check in with campus principal. (When possible, brief visit with the principal)

3. Very informal campus walk-through **with ITS** to get a "from the hallway" view of technology use taking place at that point in time. (This is not a "gotcha", so please do not talk to the teachers or make a big deal about this.)